

PROACTIVE CONSULTANTS LIMITED

Company No. 15861592 | 9 Glencoe Avenue, Ilford, IG2 7AJ
ibhaconsultants@gmail.com | 07429 586341

WEBSITE & INVOICE DISCLAIMERS

Approved wording for website, footer, quote and invoice use

Use the wording below consistently across the website, quotations, invoices, order confirmations and client communications. The aim is to make the Company's non-regulated status clear before, during and after instruction.

A. Short Website Disclaimer

Proactive Consultants Limited provides non-regulated document drafting, typing, formatting, proofreading and administrative support services only. We are not a law firm, are not regulated by the Solicitors Regulation Authority, and do not provide legal or immigration advice.

B. Full Website Disclaimer

Proactive Consultants Limited provides non-regulated administrative support services including typing, formatting, proofreading, transcription, document preparation and clerical drafting based on client instructions. We are not solicitors, are not regulated by the Solicitors Regulation Authority, are not authorised immigration advisers, and do not provide legal advice, immigration advice, tax advice, financial advice, representation, advocacy, conduct of litigation, or any reserved legal activity. Any documents prepared by us are produced strictly on the basis of information and instructions supplied by the client. Clients remain solely responsible for checking all drafts, obtaining independent professional advice where needed, and deciding whether any document is suitable for their intended use.

C. Booking / Quotation Disclaimer

By instructing Proactive Consultants Limited, you confirm that you understand our service is limited to non-regulated administrative support only. We do not act as your solicitor, immigration adviser or regulated representative. Any work carried out is based solely on your instructions and information, and you must obtain independent professional advice where required.

D. Invoice Footer Disclaimer

Proactive Consultants Limited provides non-regulated administrative, typing, formatting and document support services only. We do not provide legal or immigration advice and are not regulated by the Solicitors Regulation Authority or the Immigration Advice Authority. Use of any document prepared by us remains at the client's own responsibility.

E. Email Footer Disclaimer

This communication is sent by Proactive Consultants Limited, a provider of non-regulated document drafting and administrative support services. Nothing in this email constitutes legal advice, immigration advice or regulated professional advice. Any drafting assistance is provided strictly on a clerical and non-advisory basis.

F. Website Service Descriptions — Safer Wording

- Non-regulated document typing and formatting services
- Administrative support for letters, statements and forms
- Proofreading, pagination and document organisation

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- CV, cover letter and personal statement drafting support
- Clerical form-filling assistance based on client instructions
- General office and business document support

G. Wording to Avoid

- Legal advice
- Immigration consultancy
- Visa advice
- Legal drafting experts
- Contract advice
- Regulated representation

H. Internal Use Note

The disclaimer wording should be placed prominently on the website home page, service pages, booking form, quote emails, invoices and client engagement documents so that no reasonable client could believe the Company is offering regulated legal or immigration services.